

OSA 0317-64

14 January 1964

MEMORANDUM FOR: Staff, Branch, and Division Chiefs  
Office of Special Activities

SUBJECT: Cable Traffic

1. As a consequence of certain recent instances wherein inadequate or improper action has been taken on incoming cables, the following reminders are thought necessary.

2. As everyone knows, Registry Branch receives from Communications one yellow copy and a given number of white copies of each cable received in the OSA Signal Center. Registry Branch is then charged with determining which office in OSA has exclusive or the major portion of action suggested in each cable. The yellow copy of that message is then routed to the action office and the white copies to offices who have, for the most part, only informational interest in the cable. The office receiving the yellow copy is expected to determine, on a timely basis, what action or response is appropriate and to proceed accordingly. If, in the judgment of the office which receives the yellow copy, another element of OSA should have the action, then the yellow copy should be delivered to the new action office and Registry Branch should be informed of the change. The originator of cables responding to incoming action cables is responsible for proper coordination within OSA, and elsewhere as necessary, before the outgoing cable is released.

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[Redacted Signature Box]

Executive Officer, OSA

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